
Skills & Accomplishments

- ❖ Masters Certificate in Human Resource Management
- ❖ Maintain confidential administrative files
- ❖ Staff and student interviewing
- ❖ Courteous service oriented demeanor
- ❖ Model, mentor, and monitor positive employability skills
- ❖ Member of Transition Team ranked #1 in our Region and #5 in the Nation
- ❖ Ability to multi-task and prioritize tasks in busy and changing setting
- ❖ Proficient in Microsoft Office applications
- ❖ Adapts quickly and positively to new working environments
- ❖ Developed and implemented staff training of successful career standards
- ❖ High degree of organization and attention to detail
- ❖ Developed positive partnerships with community industry organizations
- ❖ Created and implemented staff mentoring program
- ❖ Employment and Regulatory Processes

Employment History

Copper River Seafoods, Corporate Human Resource Director 4/14/2014 - present

Duties: Employment: Recruitment, selection, hiring, and retention, Standardization of job description in accordance with FLSA laws, Federal and State complaint investigations, Federal and State regulatory reporting, Legal Compliance: FMLA reporting and management, EEO-1, OSHA. Benefits oversight: health benefits, retirement, workers compensation, unemployment insurance, paid time off. Employee relations, counseling. Corporate wide training program management: new employees, sexual harassment, safety, EEO. Wage and Salary compensation, position classification. Workforce development: assess current and future workforce needs. Revision and implementation of HR policies and procedures. Supervision of recruiting and benefits departments. Confidentiality of corporate and employee records and information. Chair of Risk Management Committee.

Alaska Job Corps, Career Development Specialist 11/15/2007 - 4/1/2014

Duties: Career placement for students in construction and other fields through workforce development. Teach interviewing and resume writing in a classroom setting and on an individual basis. Facilitate training opportunities with local training providers to ensure industry standards. Work with Career Technical Training instructors to meet student training needs. Maintain supportive services contact with 180 students. Develop supportive relationships with staff and students to create a positive culture and work environment. Maintain effective documentation in accordance with confidentiality guidelines. Administrative and case management duties. Assist Career Services Director with staff training. Assist with enrolling students in appropriate apprenticeship programs and worked with state DOL Apprenticeship coordinator to expand statewide apprenticeship.

Alaska Job Corps, Accounting Clerk 1/13/2006 - 11/15/2007

Duties: Data entry for payroll and accounts payable. Maintain and replenish petty cash account. Accounts payable and payroll preparation and check runs. Maintain confidential student and staff files. General office and file maintenance. Training and instruction of employability program.

Software: Microsoft Office, AS400, CITRIX, CIS, QuickBooks

Kimberly C. Ziegler

New World Travel, Integrated Airline Reporting Administrator January 2003 - June 2006

Duties: Weekly billing to Airline Reporting Corporation. Maintain check register and reconcile end of month statement. Post daily passenger sales. Maintain confidential client financials. Preparation of yearly profit and loss statement. Regulatory reporting to government agencies.

Software: Focalpoint, Globalware, Quicken, PC Anywhere.